



# Highclare School

## Senior School Learning Centre Supervisor Job Description

### School Aims:

- To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment.
- To motivate each learner to achieve his / her full all round potential.
- To develop the value of self-respect and self-discipline, alongside tolerance and respect for others and the environment

### Duties and Responsibilities

1. To assist staff and students in accessing and using library facilities in order to support learning activities, through undertaking tasks which require generalist skills and knowledge
2. To put together 'box boxes' working with teaching staff to provide resources for independent learning
3. To shelve and tidy library items accurately and efficiently to ensure students and staff can find items easily
4. To assist with the introduction of library sessions for students
5. To research resources for curriculum if required
6. To supervise and organise students whilst using the Learning Centre
7. To supervise and manage the behaviour of students and be responsible for their health and safety whilst using the Learning Centre
8. To oversee the promotion and administration of our Y11 Work Experience programme, ensuring paperwork is completed by pupils, parents and companies

### Resources

1. To train and support student librarians
2. To assess the condition and volume of materials to ensure an attractive stock and recommend which stock should be repaired, brought as new or withdrawn
3. To select and catalogue new stock in accordance with the school classification system
4. To develop and maintain appropriate resource banks for staff to use.

### Administration

1. To carry out daily routine procedures to ensure the smooth running of the Learning Centre
2. To issue overdue notices
3. To use computer-based systems
4. To continuously review and develop the service provided to students of the school
5. To be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
6. Contribute to the overall ethos and aims of the school
7. To organise the administration of the Work Experience programme and liaise with appropriate staff, including Head of Key Stage, about this
8. Other administrative tasks as required

### The candidate should:

1. Possess appropriate qualifications to support pupils with their learning
2. Be ICT literate (knowledge of SIMS would be an advantage but is not essential)
3. Be a good team member
4. Be able to communicate with teachers and pupils at all levels
5. Be confident in interacting with young people to support good behaviour
6. Have a good sense of humour!
7. Read the Staff Handbook and follow general directions
8. Attend meetings, e.g. staff meetings, open days, etc. as directed by the Head or Head of Department.
9. Attend courses and INSETS as directed
10. Participate in Staff Review procedure.

***This list is intended to be as comprehensive as possible, but is not exhaustive.***

*Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.*